

## BULLYING AND HARASSMENT POLICY

IKAD Engineering is committed to providing a safe and harmonious workplace for all its employees and as such will not tolerate bullying and/or harassment, evidence of which may constitute grounds for instant dismissal.

Bullying is any unwanted behaviour or annoying actions which make the victim feel uncomfortable, fearful or anxious, whether or not that effect is intended. Bullying often involves aggressive domination through the use of physical presence, force, threats, coercion, provocation or pressure – and occurs through an imbalance of social or physical power.

Harassment is uninvited, unwelcome, unreciprocated behaviour which causes another person distress, whether or not that effect is intended. This may include repeated niggling, disturbing, pestering or provocation – and can occur through emotional, verbal, physical, or cyber means. They can be isolated incidents, a series of incidents or an ongoing pattern of behaviour.

Sexual harassment is unwelcome direct or indirect conduct of a sexual nature which results in the recipient feeling offended, intimidated or humiliated. This may involve an attempt to force a person to grant sexual favours or even repeated intrusive questions about one's personal life. Sexual harassment is not interaction, flirtation or friendship which is mutual or consensual.

### Strategy

IKAD Engineering will achieve this objective by:

- Creating a working environment which is free from sexual harassment and where all members of staff are treated with dignity, courtesy and respect
- Implementing training and awareness raising strategies to ensure that all employees know their rights and responsibilities
- Providing an effective procedure for complaints, based on the principles of natural justice
- Treating all complaints in a sensitive, fair, timely and confidential manner
- Guaranteeing protection from any victimisation or reprisals
- Encouraging the reporting of behaviour which breaches the sexual harassment policy
- Promoting appropriate standards of conduct at all times.

All incidents of bullying, harassment (including sexual harassment) should be reported to management. Senior staff should manage the situation sensitively and treat the information confidentially to protect the interests of all involved.

All matters relating to alleged bullying and harassment shall be referred to the Managing Director who will ensure a thorough review is carefully conducted and appropriate actions are taken to remedy the matter. Where appropriate, actions may involve workplace sanctions including the relocation or dismissal of offending staff.

A handwritten signature in blue ink, appearing to read "Ivan Donjerkovich".

Ivan Donjerkovich  
**Managing Director**

19<sup>th</sup> October, 2018

